



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Police Property Coordinator
Class Code Number	6095

General Statement of Duties

Documents, stores, secures, and disposes of property and evidence according to established requirements and guidelines; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to receive, store, and secure all submitted property. The work is performed under the supervision and direction of an assigned Police Captain, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and storage facility.

Examples of Essential Work (Illustrative Only)

- Receives, stores, and controls the security of all submitted property, including ensuring proper packaging seals, following preservation and storage guidelines, accounting for all inventory on property booking form, ordering and maintaining all packaging supplies, and verifying the accuracy of reports and serialized property numbers;
- Performs a variety of administrative and customer support services, including answering public inquiries regarding status of property, fulfilling requests from other City departments, arranging pick-up dates with auction companies, providing information to law enforcement agencies, and preparing petitions as request by court;

- Maintains complete and accurate property documentation, including entering incoming case numbers in a ledger, entering proper names and property status (booked/received), recording storage area, and documenting any actions taken with each property item;
- Disposes of property through release, auction, or destruction, including contacting owners/victims to make appointments for pick-up, verifying that Court has determined evidence property is no longer needed, and locating owners of found property;
- Transports evidence for detailed examination, including preparing transmittal envelopes when necessary and sending notification of submittal to the Records Division for attachment to original report;
- Provides court testimony as required regarding transport of drugs, explanation of maintenance procedures, and applicable stolen property;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of Eureka Police Department policies and procedures;
- Thorough knowledge of California Penal, Vehicle, Health and Safety, Civil Procedure, Evidence, and Government Codes;
- Thorough knowledge of police science and criminology related to the maintenance of evidence;
- Substantial knowledge of modern office methods, practices, and procedures;
- Ability to interpret and apply laws, codes, policies, and procedures related to the processing of law enforcement documents;
- Ability to maintain complete and accurate records and files;
- Ability to maintain utmost levels of confidentiality in all aspects of record-keeping and related functions;
- Ability to exercise sound, independent judgement;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED supplemented by college or other courses sufficient to provide the necessary knowledge, skills, and abilities; and
- Some (at least two years) of related experience in a law enforcement environment.

Required Special Qualifications

- Valid Class C California State Driver's license;
- Completion of a POST approved course on managing Police property.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a storage facility.